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Dr. Claude E. Hawley

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Dear Claude:

Several montns ago you very kindly sent me the names of several secretaries who were leaving the Agency [redacted] As you may recall, I was looking for a replacement for my secretary, [redacted] [redacted], who planned to leave [redacted] terminated last week and, after a short vacation, would like to find a secretarial position in Washington, preferably with the Agency. She had a full clearance with us, of course, and I assume that it would still be valid. I would like to assist her, if possible, in locating a new position and wondered if you might know the name of a person she might contact in the Agency for information on employment? Or, perhaps, you may know of a definite position which is open?

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I am enclosing a resumé of her experience and a copy of our last appraisal form, which I believe accurately describes her work and abilities. The appraisal form is an internal [redacted] questionnaire and should probably not receive too wide a circulation or become a part of any permanent file. I would be more than glad to furnish further information or a formal letter of recommendation.

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[redacted] is a most competent secretary; tactful, conscientious, discreet, and very loyal to her employers. Her secretarial skills are very good, although she does not have the high speed of a really professional stenographer. All of us [redacted] were extremely sorry that she decided to leave.

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I would appreciate any help that you might offer but please do not go to any inconvenience. If there are possibilities for employment, [redacted] would be available for an interview in Washington at any time.

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Sincerely,

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Encl.

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